



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE  
101 FULLER ROAD SUITE 221  
MERIDIAN MS 39309-5404

TRARONNINEINST 5216.1F

N1

17 Sep 12

TRARON NINE INSTRUCTION 5216.1F

From: Commanding Officer, Training Squadron NINE

Subj: STANDARD DISTRIBUTION LIST

Ref: (a) SECNAVINST 5215.1D

Encl: (1) Training Squadron NINE Standard Distribution Lists

1. Purpose. To issue a revised standard distribution list for Training Squadron NINE in accordance with reference (a).
2. Cancellation. TRARONNINEINST 5216.1E
3. Definitions. Distribution lists are defined as follows:
  - a. List I. Provides for internal distribution.
  - b. List II. Provides for distribution to activities of the same type.
  - c. List III. Provides for distribution to higher authority.
4. Distribution. Directives originated by Training Squadron NINE will be distributed as per enclosure (1). Addressees and number of copies will be determined by the list assignment. Information addressees shall be listed on directives by "Copy to". List I through II will be distributed electronically via email per enclosure (1). List III will be distributed via hard copy.
5. Request for Revised Distribution. If distribution copies provided are insufficient or in excess for the needs of any activity, or if additional copies of a specific directive are necessary, notify Training Squadron NINE's Administrative Officer.

  
G. V. KRAUSE

Distribution:  
TRARONNINEINST 5216.1F  
List I, II, III

**TRAINING SQUADRON NINE STANDARD DISTRIBUTION LISTS**

1. List I

a. Commanding Officer	1
b. Executive Officer	1
c. CO/XO Secretary	1
d. Administration Department Head	1
e. Safety Department Head	1
f. Training Department Head	1
g. Student Control Department Head	1
h. Reserve Department Head Officer	1
i. CTW-1 Flight Surgeon	2
j. Operations Department Head	1
k. Maintenance Department Head	1

2. List II

a. Training Squadron SEVEN	1
b. Training Air Wing ONE	1

3. List III

a. Chief of Naval Air Training	1
b. Naval Air Station Meridian	1